



Confidentiality Policy

Version History	
Date	Comments
12/09/2016	Reviewed
17/10/2016	Rebrand
22/05/2018	Reviewed. Reference to CSSIW replaced with CIW. Reference to GDPR

This policy is written in conjunction with my GDPR policy.

Policy Statement

All information on children, families and anyone working with me is kept securely and treated in confidence. Information will only be shared if the parents, carers or co-workers give their permission, or there appears to be a child protection issue. All details will be kept confidential and records are kept secure. The details are accessible if any information is required for the CIW.

Procedure

All parents receive a copy of my policies and procedures, which give details of how I run my setting

Childminders do not normally have to register with the Information Commissioner under the Data Protection Act 1998. However, I do need to comply with the Data Protection Act and the National Minimum Standards for childminders.

All written records will be kept securely locked away.

All information will be kept confidential and will not be disclosed without the parent's consent, except as required by law, for example, if there appears to be a child protection issue. Please refer to my child protection policy.

Every parent is required to complete a child record form, when completing a contract, information required includes:

- The name, home address, date of birth and sex of the relevant child.

- In respect of each relevant child, the name, address and telephone number of a parent.
- In respect of each child, the name and address of the registered medical practitioner with whom the child is registered.
- Any special dietary or health needs or allergy of the relevant child.

A daily record of the names of the relevant children and their hours of attendance will be recorded in my attendance register.

A record will be kept of accidents, serious illness and other significant events occurring on the relevant premises which affected the welfare of the child.

A record is kept of any medical product administered, including the date and circumstances, by whom it was administered, including medical products the child is permitted to administer to him/herself, together with a record of parents consent.

Other records kept include:

- A statement of the procedure to be followed in the event of a fire/accident.
- A statement of the procedure to be followed where a parent has a complaint about the service provided.
- A statement of the procedure to be followed in the event of a relevant child being lost or not collected.